



Job Announcement

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TTY/D use Maryland Relay Service

Opening Date:	June 19, 2014	Closing Date:	July 3, 2014
Job Title:	Recordation Clerk I Land Records	Position Type:	Contractual– Part-time
PIN:	920002	FLSA Status:	Non-Exempt
Location:	Circuit Court for Talbot County, Easton, Maryland	Grade/Salary	J5 \$13.62 - \$16.12
		Financial Disclosure:	No

Regular State employees subject to promotion/demotion policy

Essential Functions: Assists the public, attorneys and title searchers on a daily basis with questions, locating documents and Clerk's Office procedures both at the counter and on the telephone. Responsible for utilizing a computerized cash register and balancing a cash drawer at the end of each day. Reviews documents presented for recording in Land Records, calculates and collects transfer taxes and fees and validates the documents through the cash register. Responsible for the numbering, scanning and for computerized indexing of the documents recorded. Processes and issues Business licenses, Marriage Licenses, Notary Commissions and other related Commissions. Responsible for the filing of Military Discharges as well as City, County, State, Federal and District Court Tax liens. Assists with the handling of all outgoing mail for the entire office to include taking mail to the mailbox as well as Fedex/UPS pick up areas. Performs other related duties as assigned.

Education: High School Diploma or GED.

Experience: Two years of general clerical experience; or one (1) year of land records related experience.

Preferred: Prior cashiering experience desired. At least one year of experience in document recordation and examination for purposes that involved the requirement to interpret laws, rules and regulations, be familiar with court or legal terminology and provide customer service.

Skills/Abilities: Ability to communicate with staff in a professional manner; Ability to serve the public efficiently, patiently and courteously; Ability to interpret and apply specific job related policies, procedures and Maryland Rules; Ability to learn and use specific job related software applications; Ability to index and verify documents; Ability to use general office equipment to include computer, calculator, scanner, copier, and postal equipment; Ability to use computerized cash register; Ability to use independent judgment in deciphering documents and recording information. Ability to perform basic arithmetic; Ability to multi-task and prioritize work assignments; Ability to operate a personal computer and type 35 wpm net. Ability to perform all essential function of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below. The Human Resources Department will not be responsible for applications/resumes sent to any other address. Bilingual applicants are encouraged to apply.

Mary Ann Shortall, Clerk of Court
Circuit Court for Talbot County
11 N. Washington Street, Suite 16
Easton, MD 21601

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.